



INTRODUCTION TO FECFILE

For Candidate Committees

The goal of today's presentation is to familiarize you with FECFile by providing you with a basic understanding of the program's fundamentals. You will learn how to effectively navigate the software, create reports, enter transactions, and provide all of the necessary information for your FEC filings.

Please remember if you have any questions at any time, do not hesitate to ask!

WORKSHOP OUTLINE

Part I: FECfile Basics (Getting Started Manual, p.2)

- A. Getting started with FECFile
 - Database layout
 - Tab names and purposes
 - Data location, importance of backups
 - Avoiding duplicate committee files
- B. Setting up your database
- C. Creating individual reports
 - Types of reports
 - Creating a Form 3
 - Electronic filing password

Part II: Reporting Receipts (p. 15)

- A. Summary page, types of receipts reported on Schedule A
 - Itemization Thresholds
 - "This P.I" (This Period Itemized) and "This P.U" (This Period Unitemized)
- B. Individual and candidate contributions
 - Creating a new contact vs. using existing contact
 - Partnership contributions (Introduction to transaction splits)
- C. In-kind contributions
 - Automatically creates corresponding entry on Schedule B
- D. PAC and political committee contributions
 - Using the PAC Look-Up function
 - Unregistered committees

Part III: Reporting Disbursements (p. 21)

- A. Types of disbursements reported on Schedule B
 - Itemization Thresholds
- B. Operating expenditures
- C. Staff reimbursements/credit card payments
 - Transaction splits (Itemization)
- D. Contributions to other federal candidate committees
- E. Contribution Refunds

Part IV: Reporting Loans and Debts (p. 23)

- A. The difference between a debt and a loan
- B. Types of loans owed by committees
 - Personal funds loans
 - Loan not derived from the personal funds of the candidate or received directly from a bank or lending institution (Schedule C-1)
- C. Debts owed by committees
 - Report debts greater than \$500 or outstanding 60 days
- D. Payments on loans and debts
 - Payment of loan principal vs. interest
- E. Loan Forgiveness
 - Letter of loan forgiveness

Part V: Providing Additional Information

- A. Miscellaneous Electronic Submission (Form 99)
- B. Memo Text on report, transactions
- C. Memo Text vs. Memo item

Part VI: Filing Reports (p. 28)

- A. Close
- B. Validate
- C. Preview, Print
- D. Upload
- E. Amend

Part VII: Advanced Topics

- A. Form 6 - 48 Hour Notice of Contributions/Loans Received. (p. 18)
 - Creating a Form 6
 - Adding contributions to the Form 6
- B. Candidate In-kinds
- C. Redesignations/Reattributions (p.17)
- D. Conduit/Earmark reporting

HELPFUL LINKS

Electronic Filing Resources:

Help for Electronic Filers: manuals, tutorial videos, and links.

<http://www.fec.gov/support/index.shtml>

- Electronic Filing Password: <http://www.fec.gov/electfil/passwords.shtml>
- FAQs about Electronic Filing: http://www.fec.gov/support/faq_filing.shtml
- FAQs about FECFile: http://www.fec.gov/support/faq_soft.shtml
- Validation Errors: http://www.fec.gov/support/faq_valid.shtml
- Upload Errors: http://www.fec.gov/support/faq_parser.shtml
- Common E-filing Mistakes: <http://www.fec.gov/electfil/mistakes.shtml>

Online Webforms: <https://webforms.fec.gov/>

Reporting Resources:

Candidate Guides: <http://www.fec.gov/info/publications.shtml#guides>

Reporting Dates: http://www.fec.gov/info/report_dates.shtml

Reports Analysis Division: <http://www.fec.gov/rad/>

FAQs Page: <http://www.fec.gov/ans/answers.shtml>

- FAQs for Candidate Committees:
http://www.fec.gov/ans/answers_candidate.shtml